

zanneWilsden Medical Practice Patient Participation Group Minutes

Monday 4th July 2016 1.00 – 2.30 pm

1. **Welcome:** Wendy welcomed everyone to the group and gave an update from Chris.
2. **Present:** Jenny, Gill, Margaret, Trish, Judith, Anita, Wendy and Dave.
3. **In attendance:** Jamie and Suzanne.
4. **Apologies:** Chris and Sylvia.
5. **Minutes of meeting of 6th June 2016:** approved
6. **Treasurer's report:** Ongoing, no change
7. **Report on Premium money/buying equipment:** Equipment now received for the PPG. Money left over for printing of leaflets.
8. **Practice Manager Slot:**
 - Monies for extra's -Leaflets for September
 - Thank you to Suzanne for her work
 - DNA's increasing
9. **Practice info feedback afternoon** –Now to take place on 7th September. Wendy, Jenny and Dave to give feedback to reception staff re: telephone survey.
10. **E-technology/data design and analysis:** Web site looking good. Judith
11. **Student slot:** Resting up after completing exams?
12. **Recruiting new member/s:** Jamie her today observing what we do. Possible coffee mornings/open sessions to invite patients to see what work we do. Organise and fix a date at next meeting. Leaflets/flyers to organise.
13. **Speaker Suggestion:** Looking at the October meeting.
14. **School's survey:** progressing well with all questionnaires now distributed
15. **'Hard to Reach' survey/Harden pilot:** Gill reported that none had been returned. Possible that too many questions asked. Wendy to go back to partners for ideas.
16. **Men's survey/amendments to insert leaflet:** Updating leaflet - Ongoing
17. **Telephone survey:** Feedback excellent response. Thank you Judith for collating telephone survey and forwarded to members this morning.
18. **Table Display:** Quizzes? Other ideas. Intense week. Try to tie in with flu clinics. Family & Friends prizes for adults and children.
19. **General Access Plan:** Submitted.
20. **Terms of Reference:** Dave submitted draft, and will forward to whole group for comments.
21. **Local PPG's Meeting:** Ongoing
22. **CCG/Network Report:** Wendy updated the group.
23. **Group Christmas Meal:** Friday 9th December. Venue to be decided. Trish looking at venues.
24. **Group Coffee Morning:** 9th August at 11am - Stephen Smiths Garden Centre.
25. **Admin:** All up to date
26. **A.O.B.:**

Dates for year: 1st August; 5th September; 3rd October; 7th November; 5th December.